



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
12000 GOVERNMENT CENTER PARKWAY, SUITE 427
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

VIRGINIA

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY: 1-800-828-1140

AMENDMENT NO. 2

DATE: MAY 27 2003

SUBJECT: Medical Program for Fairfax County Public Schools (FCPS) Employees

CONTRACTOR

Group Hospitalization
and Medical Services
(d.b.a. CareFirst Blue Cross Blue Shield)
550 12th Street, SW
Washington, DC 20065

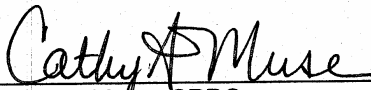
VENDOR CODE

B530078070-01

CONTRACT NO.

PC01-474476-18B

By mutual agreement, Contract PC01-474476-18B is amended to reflect changes to the health enrollment and payment procedures as per the attached. All other terms and conditions remain the same.



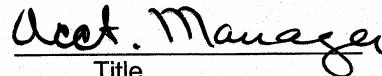
Cathy A. Muse, CPPO
Director/County Purchasing Agent

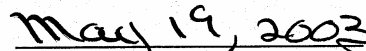
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ACCEPTANCE:

BY: 
Signature


Printed


Title


Date

DISTRIBUTION:

Finance- Accounts Payable
DPSM - Admin. Section
Asst. Buyer, Team 1- Mable McCarthy

Contractor
Contract Administrator
FCPS-Benefits-Wanda Stovall

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DPSM 10/10/2003 10:20

Amendment to Contract No. – PC01-474476-18B

This document serves to amend the above referenced contract and to detail the health enrollment and payment procedures as agreed upon by Fairfax County Public Schools (FCPS) and Group Hospitalization and Medical Services (d.b.a. CareFirst Blue Cross Blue Shield), to be effective January 1, 2003.

Objective:

Establish FCPS as the source of enrollment data, with electronic transfer of all data (including retirees and dependents) on a weekly basis for programmatic updates to the CareFirst enrollment database. The goal is to keep FCPS enrollment records equal to CareFirst enrollment records. FCPS takes responsibility for the integrity of the enrollment data transmitted to CareFirst.

Process:

1. Each Thursday* by close of business, CareFirst will receive via an electronic file of all current enrollees (active employees + retirees + COBRAs) and their covered dependents. This file will also include any termination records for the prior two months, and any future enrollments for the following month. The fields for Blue Choice Primary Care Provider Ids (subscriber separate from dependent) will be filled only for new records; any subsequent PCP changes are communicated by the subscriber/dependent to CareFirst directly. (Please see schedule A for file layout.)
2. CareFirst will run the weekly enrollment/eligibility file and update file against their current database file. CareFirst will supply FCPS an error report after the enrollment files are updated. FCPS will respond within one business day, provided the discrepancy volume allows for such turnaround. The CareFirst comparisons will not take into account any terminations that are prior to the 60 day capture, so that quarterly CareFirst-to-FCPS data reconcilements will ensure that both files are synchronized. CareFirst will reconcile quarterly. The reconciliation files will be supplied by FCPS. CareFirst will not be doing a positive file overwrite.
3. Payment for active employees will represent administrative fees due for the active enrollment data on the **second** Thursday transmission of the month. The payment and the substantiating detail will be sent to CareFirst Membership Accounting within four (4) business days after the second Thursday enrollment transmission. The detail will only include the current actives data (non-terminating, non-future-enrolling) in the second Thursday transmission of the month. Payment for any enrollment adjustments are made one month at a time for the month three months prior to the current payment. For example, January's payment for active enrollees will include payment for enrollment adjustments that impact what was previously paid for October; and payment for February's active enrollees will include

payment for enrollment adjustments that impact what was previously paid for November.

4. Payment for retiree+COBRA enrollees, less adjustments, will be sent to CareFirst after payment is received for retirees+COBRAs. Payment will be sent by mid-month for the **previous** month's enrollment, and substantiating detail will be sent with the payment.
5. Emergency enrollment situations that cannot wait for the weekly Thursday electronic transmission will be handled on a case-by-case basis. Typically, emergencies will be for an urgent medical situation and will involve a phone call from FCPS Benefits Processing to CareFirst Enrollment, with follow-up fax of supporting documentation. CareFirst would then make the appropriate manual entry to accommodate the emergency data, and FCPS would ensure that the emergency data was included in the next Thursday's data transmission. All emergency situations that are not listed on the following Thursday's data transmission file will be overlaid with the information listed on that Thursday electronic transmission.

* When Thursday falls on a holiday, transmissions for that Thursday will be sent the business day prior to or following the Thursday holiday. When this occurs, FCPS will notify CareFirst what day the transmission will take place.

Schedule A: